



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**JOB POSTING**

**Administrative Analyst 3, Procurement**

**INTERIM APPOINTMENT**

**(INTERIM APPOINTMENT EXPIRES SEPTEMBER 30, 2017)**

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking an Administrative Analyst 3, Procurement to serve in the Sandy Recovery Division. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

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<b>POSTING NUMBER:</b>	HR-0037	<b>ISSUE DATE:</b>	April 4, 2013
<b>TITLE:</b>	Administrative Analyst 3, Procurement	<b>CLOSING DATE:</b>	April 18, 2013
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	P26: \$62,935.36 - \$71,801.56
<b>LOCATION:</b>	101 South Broad Street Trenton, New Jersey	<b>DISTRIBUTION:</b>	STATEWIDE
<b>POSITIONS:</b>	1		

**DESCRIPTION OF MAJOR DUTIES:**

Under the close supervision of Procurement Analyst 1 or other supervisory official in a state department, institution, or agency, assists in the review, and analysis of procurement transactions, proposals, economic trends, markets and specified goods, commodities or services, in order to ensure efficient and effective procurement; does related work as required.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:**

One (1) year experience in procurement through the competitive bidding process for a large public or private organization.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**NOTE:** A Master's degree in Business Administration, Public Administration, Economics, Operations Research or related field may be substituted for the indicated experience.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
**HR# 0037**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*